

REAPPOINTMENT FACT SHEET

Although you will soon be separating from the Foreign Service, either by retirement or resignation, you should be aware that former career members of the Foreign Service are eligible to apply to be reappointed to the Foreign Service. Such applicants must meet the following conditions before applying for reappointment to the Foreign Service in the category (Generalist or Specialist) which they held on leaving the Service. Applicants:

- Must have been tenured before leaving the Service.
- Must have left the Service not longer than five years prior to their reappointment request. (Candidates for reappointment who have been serving in the Department in a Civil Service capacity may be considered if they left the Service not longer than eight years prior to the request.)
- Must be willing to accept a directed first assignment upon reappointment.
- Must meet the same professional and physical requirements as new candidates** to Foreign Service positions. - Must be able to obtain a Class 1 Medical Clearance.
- Must be able to obtain a Top Secret clearance.
- Must not have been separated due to Time in Class/Service limitations (TIC/TIS), separation for cause, termination of a limited term appointment, or separation by the Performance Standards Board, and did not resign or retire in lieu of separation for these reasons.
- Must be willing to supply names of employment references for a 360-degree review.

Persons who are interested in being reappointed to the FS should contact Registrar@state.gov to request a reappointment application form.

Your application form and resume will be reviewed by a Reappointment Panel. If you meet all the requirements for reappointment you will be notified. The Registrar's office will then initiate medical, security and suitability clearances. When you have received all three clearances, your name will be placed on a register of cleared reappointment candidates sorted by grade and skill code. Names are placed in chronological order. Your name will remain on the register a minimum of 18 months or until the 5th anniversary (or 8th as applicable) of your separation from the Foreign Service, whichever is the longest.

If the Department is unable to fill a position with an active duty Generalist or Specialist, the position may be offered to the first person on the reappointment register with the appropriate skill code and at the appropriate grade.

If you refuse the offered job, your name will be removed from the register and you will receive no further consideration for reappointment.

There is no guarantee that a job will become available during the time you remain on the register.

***By law (Omnibus Diplomatic Security and Antiterrorism Act), all DS Special Agent career candidates (except for preference-eligible veterans) must be at least 21 years old to be appointed and must be appointed prior to the month in which they reach age 37.*